



*Embassy of the United States of America  
Calgary, Alberta, Canada*

January 14, 2022

To: All Prospective Bidders

SUBJECT: Request for Price Quotation

**RFQ #19CA1022R0001 - U.S Consulate General, Calgary, AB, T2G 4T8**

The U.S. Consulate General at Calgary invites you to submit a price quotation/offer for office space renovations to be performed at the Consulate General in Calgary, Alberta. This construction effort is estimated at \$250,000 to \$500,000 USD and needs to be completed by August 2022.

**Written proposals** must be submitted on or before **4:00 P.M. MST on Tuesday, February 22, 2022.** No written proposals will be accepted after this time. Proposals must be submitted in a sealed envelope to the below address:

**U.S. Consulate General  
Suite 1000, 615 Macleod Trail SE, Calgary AB, T2G 4T8  
Attention: Management Officer  
Proposal Enclosed**

**In lieu of a hardcopy submittal, electronic offers** may be submitted as a single PDF file with "Proposal 19CA1022R0001 Attached" listed in the subject line to the following email address [CalgaryGSO@state.gov](mailto:CalgaryGSO@state.gov) on or before **4:00 P.M. MST Tuesday, February 22, 2022.**

A site visit and pre-proposal conference will be held on **Friday, January 21, 2022, at 2:00 P.M. MST** at U.S. Consulate General, Ste. 1000, 615 Macleod Trail SE, Calgary, AB, T2G 4T8 and all prospective offerors will be invited to attend. Due to limitations on number of participants due to COVID-19, a second site visit and conference will occur on **Friday, February 4, 2022, at 10:00 A.M. MST** if requested by an interested party. If a second site visit is requested, all interested parties who attended the first site visit will be notified.

For additional information or arrange for access to the building, please contact Robert Ursell at 403-651-3432 or Andrew Nelson 403-618-8787 before 12:00 noon on Thursday, January 20, 2022, and provide the name and a copy of the identification for the individual planning to attend the site visit. To request the second site visit, please contact Robert Ursell at 403-651-3432 or Andrew Nelson 403-618-8787 before 12:00 noon on Thursday, February 3, 2022, and provide the name with copy of the identification of the individual planning to attend the site visit.

Please direct any questions regarding this solicitation to: [CalgaryGSO@state.gov](mailto:CalgaryGSO@state.gov). All questions must be in English and submitted prior to COB **Wednesday, February 16, 2022.**

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;

- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have the ability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to complete the construction work in accordance with this solicitation.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies within the competitive range if there is a need to do so.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Andrew Nelson', written in a cursive style.

**Andrew Nelson**  
**Management Officer**

# STATEMENT OF WORK

## 2022 OFFICE RENOVATIONS

**Location:** 1000, 615 Macleod Trail S.E.  
Calgary, AB, T2G 4T8

**Billing address:** U.S. Consulate General  
1000, 615 Macleod Trail S.E.  
Calgary, AB, T2G 4T8

### Scope of Work:

The United States Consulate General in Calgary is looking to upgrade and renovate some of its existing office space on the 10<sup>th</sup> floor of the Rocky Mountain Plaza. This is to increase office space to accommodate new staff and TDY personnel and to create a disability complaint bathroom.

### **EXEC office space**

Redesign existing office space to increase office workspace to accommodate another 3 positions. Consul General's office to be redesigned and upgraded. See A&E design. All electrical, data, telephone, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

### **MPR (Multi Purpose Room)**

Remove existing storage area. All existing furniture and items in the room are to be moved to the main floor storage area. Existing electrical, data and telephone connections are to be utilised as much as possible. Build out two offices on the North side wall and two on the East wall as per A&E design. All doors are to have medico key push pin locks installed. All electrical, data, telephone, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

### **IT Workspace**

Renovate existing IT Office workspace to create a new office space for the IPO (Information Programs Officer). See A&E design. The doors should have a Medico key push pin locking mechanism. All electrical, data, telephone, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

### **New ADAD Compliant bathroom and lactation room**

Renovate existing old kitchen near the Commercial section office space as per A&E design. Build an ADAD compliant bathroom and maternity room as per the A&E design. Bathroom should include a sink, vanity, mirror, toilet, toilet roll dispenser, hand sanitizer dispenser, electric hand dryer, support rails for ADAD bathrooms to meet local disability code, new door, new pot lights, new mirror lighting, new floor tile and wall tiles, new wall and ceiling paint, and paint doors & frames. Lactation room should include sink, vanity, mirror, hand sanitizer dispenser, electric hand dryer, new door, new floor tile and wall tiles, new wall and ceiling paint, and paint doors & frames. Signs on doors for both disability bathroom and maternity room respectively. All colours and fixtures to be approved by the contracting officer or in his absence the COR. All electrical, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

### **Existing PA&POL/ECON assistants office space**



Existing office space is currently all separate offices. Create one open plan concept. See A&E Design. All electrical, data, telephone, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

### **Painting**

Remove wallpaper, sand, mud, etc. and prepare for painting for interior hallways, existing offices, and new spaces renovated as part of current A&E design. One undercoat and two coats of commercial grade paint. Paint trim on door and window frames. See A&E design for all office space being renovated. Coordinate for carpet tile removal and movers to move furniture and office materials.

### **Flooring**

Replace carpeting in hallways, existing office spaces, and install new carpeting in new spaces renovated as part of current A&E design.

### **Update existing bathrooms near large kitchen**

Replace urinals, toilets & flush valves

Replace sinks & faucets

Replace mirrors

Retile floor

New pot lights and mirror lighting

Update soap dispenser, paper towel holder, waste container, toilet partitions, toilet paper dispenser, and sanitary napkin disposal.

### **Post One Entry**

Replace carpeting

Replace wall coverings with new paint

Repaint trim

Replace pot lights

Coordinate for carpet tile removal and movers to move furniture and office materials.

The Contractor must work with a local moving contractor to move current furnishings and store until office space has been completed and furniture returned or disposed. Remove all spoiled materials from the work site daily. Keep the work site neat and clean throughout the construction process. The Contractor will work with building management company to coordinate all elements of the project and coordinating the use of elevator access. Upon receiving the 'Notice to Proceed' letter, the contractor can proceed with the work. All existing areas surrounding the site will be protected from damage and dirt throughout the construction phase. Any damage will be restored to its original position and condition at the cost of the contractor.

The U.S. Government's Contracting Officer (CO) or the Contracting Officer's Representative (COR) shall approve, in writing, any changes to this Scope of Work.

### **Personnel:**

The Contractor shall furnish sufficient personnel, certified safety equipment and the technical knowledge and experience necessary to complete the work. The Contractor shall obtain, maintain, and pay all national, provincial and local insurance, licenses, permits, fees and certifications needed/required to perform the work prior to commencement and for the duration of the work. All work shall be accomplished according to all national, provincial, and local building, fire, safety, environmental, health codes. All contractors working on site must complete

the DS-7673 Consent to Release Information form, which will be provided by the Consulate Security office.

#### **Performance of Work**

Work will be performed during regular business hours (e.g., Monday – Friday, 8:30 am to 4:30 pm) and all contractor personnel will be escorted by post security personnel when in the office space. No work will be performed on statutory holidays or outside of regular business hours. Work staging will need to be coordinated with post management to ensure continuity of Consulate General operations. MPR space renovations should be prioritized to create swing space to allow for other office renovations. All contractor personnel agree to follow post instructions regarding masks, vaccinations, and other COVID-19 precautions. Work is expected to commence within 15 calendar days of the notice to proceed and is expected to be completed within 180 calendar days after receiving the notice to proceed.

#### **Payment:**

The Contractor shall provide a fixed priced lump sum proposal in U.S. and/or CANADIAN DOLLARS to the Contracting Officer. **Please note that advance payments are not permitted and will not be granted.** The contract will be a **FIRM FIXED PRICE** contract. No additional sums will be payable on account of any escalation in the cost of materials, equipment, or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by this contract. The contractor should carefully review this document including all attachments. If a requirement is in one, it is considered to be in all and shall be priced accordingly. Nor will the contract price be adjusted on account of fluctuations in the currency exchange rates. Changes in the contract duration and/or cost will be made only due to changes made by the Government in the work to be performed, or by delays caused by the Government.

**Liquidated Damages:** The Contracting Officer shall withhold from the final payment liquidated damages in the amount of \$1000 USD per day for each day of delay beyond the project completion date.

The Contractor shall submit one copy of all payment invoices, with the appropriate backup documents to the Contracting Officer's Representative (COR). The COR will determine if the invoice is complete and correct as submitted. The COR will also determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will, within seven days, request that the Contractor submit a revised invoice.

The Contractor shall specifically identify its last invoice as "FINAL INVOICE." The final invoice shall include the remaining payment due under the basic contract and all modifications issued, if any.

**U.S. Government supplied equipment:** NONE

#### **Specifications:**

- See approved A&E design (these will be sent upon request)
- The Contractor is required to submit completed security forms DS7673 Consent to Release of Information for release of for all workers and sub-contractors assigned to the project must have a security check performed.

The U. S. Government request a fixed price quotation in Canadian Dollars or US Dollars for US Companies

All prices must be received by the U.S. Consulate, Calgary by 4:00pm MDT Tuesday, February 22, 2022. If requested, a pre-quotation site visit will occur on Friday, January 21, 2022, at 2:00 p.m. If requested, a second pre-quotation site visit will occur on Friday, February 4, 2022, at 10:00 a.m. If a second site visit is requested, all interested parties who attended the first site visit will be notified.

All quotations must be broken down between the costs of supplies and materials and a separated cost for labor.

**The quotation can be emailed to CalgaryGSO@state.gov or mail to:**

U. S. Consulate, Calgary  
1000, 615 Macleod Trail S.E.  
Calgary, Alberta  
T2G 4T8

**For any questions, please contact Management Specialist Robert Ursell at (403)-444-5219**